

# Human Rights and Multiculturalism Education Grant Program



Human Rights,  
Citizenship and  
Multiculturalism  
Education Fund

Financial Assistance – Deadline for applications: **May 1** and **October 1**.

## The objectives of the Human Rights and Multiculturalism Education Grant Program are to help Albertans:

- to reduce discrimination and racism or
- to reduce systemic discrimination\* by changing policies, practices and procedures.

### Grant Criteria

All projects must meet the following grant criteria:

- Projects must support the objectives of this program.
- The applicant must demonstrate the ability to undertake the project.
- Projects must address a community need.
- Upon completion of the project, the applicant should be able to demonstrate that specific change has occurred as a result of this project.
- Projects must demonstrate solid planning and community involvement.
- Projects should involve those people or communities directly affected by the issue.
- Projects should build upon the strengths and resources of the community as well as the organization.
- Projects should be developed and delivered in ways that respect cultural beliefs and practice.

Projects dealing with systemic discrimination must also meet the following criteria:

- Projects affecting organizational change should demonstrate the commitment and support of that organization's senior management.
- Projects developed to assist businesses, institutions and other service providers to improve their services must have the commitment of the organization that is expected to change.

The Human Rights and Multiculturalism Education Grant Program does not provide funding for the following:

- Core or operational funding
- Projects that have already happened
- Projects that create business gain for the applicant
- Existing programs or activities
- Projects that provide individual client services
- Projects that will require continued support unless the application clearly demonstrates how the project will be sustained without support from the Education Fund
- Construction, construction materials or the purchase of capital equipment
- Food and beverages

The Education Fund usually provides an amount **equal to or less than 50%** of the project costs. The value of in-kind goods and services that **are directly related to the project** may be combined with cash contributions to form part of the applicant's contribution to project costs.

Volunteer time is encouraged but should **not** be included in the budget.

Successful applicants must acknowledge on all printed materials or other materials, including publicity that the Human Rights, Citizenship and Multiculturalism Education Fund provided funding for this project.

## How to apply

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1. **Contact a consultant** with the Human Rights and Citizenship Branch to discuss the idea for your project. Contact information is listed on page 4.
2. **Prepare a draft project proposal** and budget using questions (9-23) on the application form. Discuss this draft with **the consultant before submitting** an application for financial assistance.
3. **Finalize and complete the application.** Ensure that all questions (1-23) are complete and the required attachments (financial statement, certificate of incorporation, bylaws, budget, project proposal) are included. **If your submission does not include all required documentation, your application cannot be considered.**
4. **Before the deadline date**, forward the entire application package to Alberta Community Development in **Calgary**. See page 4 for address.

Be sure to include **ALL** of the following items:

- ☐ signed and completed application form. (questions 1-8)
- ☐ project proposal. (questions 9-23)
- ☐ a project budget showing all income and expenses.
- ☐ a copy of last year's financial statement signed as audited by two members of your organization **or** a financial statement prepared and signed by a qualified accountant.
- ☐ a copy of certificate of incorporation and by-laws.

## Project Assessment

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The Human Rights, Citizenship and Multiculturalism Education Fund Advisory Committee will review all applications. The following key questions will be used to review the application:

- How does the project meet the objectives of the Human Rights and Multiculturalism Education Grant Program?
- Does the project meet the criteria of the Human Rights and Multiculturalism Education Grant Program?
- What will change because of this project?
- How does the project involve those for whom the change is being proposed? Does the project involve those previously excluded? What evidence is there that the project has the support of those for whom the change is being proposed?
- Is the project developed and delivered in a manner that is appropriate to the groups affected by the project?
- In what ways does the project increase knowledge and skill in human rights, diversity or equity? For example, does the project create material or resources that can be used by others? How will these be distributed or shared?
- Are the total budget and the amount of financial assistance requested reasonable?
- Is the organization capable of undertaking this project?
- Does this initiative end when this project is complete? If not, how will the work be continued?

## Funding Considerations

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- Approximately \$650,000 is available province-wide to support all eligible projects each year.
- Successful applicants may receive either full or partial funding of the requested amount.
- Grant payments may be paid in a lump sum, or by installments.



## Approval Process

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Funding for projects will be based on the availability of funds and on an assessment of the project application. Applicants can expect a response to the application within 3 months of the grant application submission deadline.

1. Immediately following the deadline, staff of the Human Rights and Citizenship Branch of Alberta Community Development reviews all applications for clarity and completeness, and to ensure they meet the requirements of the program.
2. The Human Rights, Citizenship and Multiculturalism Education Fund Advisory Committee assesses each application and makes funding recommendations to the Minister of Community Development. **Applications that are not complete will not be reviewed.**
3. The Minister of Community Development makes final funding decisions.

## Reporting Requirements

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Grant recipients are required to submit a project report and statement of expenditures and revenues within three months of the completion of the project. **Two copies** of any print, audio or visual material produced with Education Fund support must be provided with this report. Your organization will not be eligible for further funding until all reporting requirements are met.

## About the Education Fund

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The Human Rights, Citizenship and Multiculturalism Education Fund receives an annual allocation from the Alberta Lottery Fund. These resources are used to assist all kinds of educational activities that help foster equality, promote fairness and encourage access to programs and services for all Albertans. Education Fund grants are available to community organizations, as well as public and educational institutions in Alberta that are undertaking human rights and diversity initiatives that lead to change.

The goals of the Education Fund are as follows:

- Reduce discrimination and racism.
- Help organizations, institutions and businesses change so that their policies, procedures and practices no longer discriminate or create barriers to full and equitable participation by any person.
- Increase awareness and understanding of rights and responsibilities under the *Human Rights, Citizenship and Multiculturalism Act*, and of the benefits of diversity.

The Education Fund and the Human Rights and Multiculturalism Education Grant Program support the Ministry of Community Development's core business of protecting human rights and promoting fairness and access. The Ministry strives to increase the quality of life for Albertans by fostering changes that increase the opportunity for all Albertans to participate in the social, economic and cultural life of the province.

An Advisory Committee, chaired by a Member of the Legislative Assembly (MLA), advises the Minister of Community Development on the use of the Education Fund. The Chief Commissioner of the Alberta Human Rights and Citizenship Commission acts as vice-chair. Five private citizens representing a variety of backgrounds and geographical regions of the province are also members of the Advisory Committee.

## Freedom of Information and Protection of Privacy

The information on your application is collected under the authority of the Human Rights, Citizenship and Multiculturalism Education Fund and will be used for the purposes of disbursing grants, contacting your organization at a later date and promoting the programs of the Education Fund.

The privacy provisions of the *Freedom of Information and Protection of Privacy Act* protect all applications.

Under this act, information about your grant is readily accessible to the public. However, your privacy is also protected by this legislation, which controls the manner in which personal information is collected, used and disclosed. If you have questions about the collection or use of this information, contact the Human Rights and Citizenship Branch.

Applicants may be invited to participate in a survey or to provide feedback to help improve our services. Your participation is voluntary.

## Contact Information

Please direct any inquiries regarding the Human Rights and Multiculturalism Education Grant Program or your project proposal to an Education Fund consultant at one of the Human Rights and Citizenship Branch offices listed below.

**Education Fund Consultant Alberta  
Community Development Human Rights  
and Citizenship Branch**  
800 Standard Life Centre  
10405 - Jasper Avenue  
Edmonton, AB T5J 4R7  
Phone: (780) 427-3116 Fax: (780) 422-3563

**Education Fund Consultant Alberta  
Community Development Human Rights  
and Citizenship Branch**  
Suite 310, 525 - 11 Avenue SW  
Calgary, AB T2R 0C9  
Phone: (403) 297-8407 Fax: (403) 297-6567

Toll-free within Alberta: Dial 310-0000 and enter the 10-digit Edmonton or Calgary number at the prompt.

**Voice or hearing impaired with TTY**  
Toll-free: 1-800-232-7215  
Edmonton: (780) 427-1597  
Calgary: (403) 297-5639

E-mail: [educationfund@gov.ab.ca](mailto:educationfund@gov.ab.ca)

This application package is also available on the website of Alberta Community Development at:  
[www.cd.gov.ab.ca](http://www.cd.gov.ab.ca)

Please submit complete application packages to the Calgary address.



# Human Rights and Multiculturalism Education Grant Program

File Number: \_\_\_\_\_

(OFFICE USE)



Human Rights,  
Citizenship and  
Multiculturalism  
Education Fund

## Application for Financial Assistance

Please answer all questions and attach all required documents. If your application is incomplete, your project will not receive funding.

### 1. Name of Project:

PLEASE LIMIT THE LENGTH OF THE PROJECT TITLE TO 60 CHARACTERS

### 2. Project Start Date:

DD MM YY

### Completion Date:

DD MM YY

### Date of Event:

(IF APPLICABLE) DD MM YY

### 3. Provide the following documentation (applications will not be considered without these):

- A copy of last year's financial statement audited and signed by two members of your organization or a financial statement prepared and signed by a qualified accountant.
- A copy of the certificate of incorporation and by-laws.

### 4. Contact Information:

Legal Name of Organization:

Mailing Address:

City:

Postal Code:

E-mail:

Phone:

Fax:

Website:

May we link information we publish about your project to your website? ☐ NO ☐ YES ☐ NOT APPLICABLE

Person in Charge of Project: ☐ MR. ☐ MRS. ☐ MS. ☐ MISS. ☐ DR.

Phone:

E-mail:

FIRST & LAST NAME

### 5. Information about the Organization

Type of Incorporation: ☐ FEDERAL ☐ PROVINCIAL ☐ OTHER (PLEASE SPECIFY)

President: ☐ MR. ☐ MRS. ☐ MS. ☐ MISS. ☐ DR.

Mailing Address:

FIRST & LAST NAME

City:

Postal Code:

Phone:

Phone:

E-mail:

BUSINESS

HOME

Treasurer: ☐ MR. ☐ MRS. ☐ MS. ☐ MISS. ☐ DR.

Mailing Address:

FIRST & LAST NAME

City:

Postal Code:

Phone:

Phone:

E-mail:

BUSINESS

HOME

I HAVE READ THE GRANT CRITERIA, APPLICATION AND PROJECT PROPOSAL AND SUPPORT THIS APPLICATION.

PRESIDENT'S SIGNATURE

DD MM YY

TREASURER'S SIGNATURE

DD MM YY

Total Cost of Project:

Amount Requested  
from Education Fund:

NOT MORE THAN 50% OF PROJECT COSTS

YOU MAY BE INVITED TO PARTICIPATE IN A SURVEY OR PROVIDE FEEDBACK TO HELP IMPROVE OUR SERVICES. YOUR PARTICIPATION IS VOLUNTARY.

JULY 2003

6. Which one of the Human Rights and Multiculturalism Education Grant Program objectives does this project meet?

- ☐ To reduce discrimination and racism. ☐ To reduce systemic discrimination by changing policies, practices and procedures.

7. Which existing staff will be paid with funds from this grant? Also indicate any positions that will be hired for this project.

| POSITION TITLE | NEW HIRE? | DUTIES | HOURS / WEEK | NO. OF WEEKS |
|----------------|-----------|--------|--------------|--------------|
|                |           |        |              |              |
|                |           |        |              |              |
|                |           |        |              |              |
|                |           |        |              |              |

8. Has your organization submitted a project evaluation for previous grants received from the Education Fund? ☐ No ☐ Yes  
List the application date and project title for previous grants received from the Education Fund.

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**Please attach a project proposal that includes the information requested in points 9-23 below.**

9. What are the vision and mission of your organization?

#### *Project Information*

10. Describe this project in 150 words or less.  
 11. What resources will be produced by this project? (Videos, educational materials, reports, etc.)  
 12. How does this project meet the objective of the program identified in question 6 above?  
 13. What is the situation that needs to be changed by this project?  
 14. What strategies or approaches will be used to address this need or to change the problem?  
 15. Why is your organization proposing these strategies? (Provide the rationale for your project)  
 16. What are the results your organization expects to achieve with this project?

#### *Project Resources – Inputs*

17. What action steps will be undertaken to implement this project?  
 18. What resources are needed to implement this project? (Human, material, financial, etc.)  
 19. What other organizations will be involved in this project and how will they be involved?  
 20. How will those directly affected by this project be involved in this project?

#### *Indicators of Success*

21. How will you know if the project has been successful? (Outcomes)  
 22. How will the project be assessed?  
 23. How will information, knowledge and/or experience gained from this project be shared with others?

**Please attach a project budget showing all project income and expenses.**

*The entire application package should be submitted to the Education Fund Consultant in Calgary. (see page 4 of the Financial Assistance Guidelines for contact information).*

#### *Have you remembered to attach all of the documents?*

- ☐ A copy of last year's financial statement audited and signed by two members of your organization or a financial statement prepared and signed by a qualified accountant.  
☐ A copy of the certificate of incorporation and by-laws.  
☐ A project proposal.  
☐ A project budget.



# QUEEN'S PRINTER SUBMISSIONS NOVEMBER 2003

| Publication   | Medium                        | Print/Edit Date       | Year listed on QP Website | Comments  |
|---|-------------------------------|-----------------------|---------------------------|---|
| <b>These are new documents for submission:</b>  |                               |                       |                           |   |
| Alberta Human Rights and Citizenship Commission Bylaws  | Booklet                       | August 2003           |                           |   |
| Celebrating Human Rights with Children and Teens – An Annotated Bibliography  | Annotated Bibliography        | Revised May 2003      | 2000                      | Original May 2000   |
| Employers' Perspectives Research Project – A Context Review Literature Source   | Annotated Bibliography        | March 2003            |                           |   |
| Human Rights and Multiculturalism Education Grant Program (new name)<br><i>This one is being revised + another program added for Apr 2004</i> | Guidelines & Application Form | Revised July 2003     | 1997                      | Previously listed as Community Initiatives Program - Human Rights, Citizenship and Multiculturalism Education Fund: Applying for Financial Assistance – Many versions over the years. |
| Information Sheets on Specific Human Rights Topics (bound set of 27)  | Information sheets            | Reprint August 2003   |                           | The individual sheets within this collection have been listed separately over the years. This is the most recent version of the 27-sheet set.   |
| Workplace Annotated Bibliography  | Annotated Bibliography        | March 2003            |                           |   |
| <b>These are older documents – new or edited that have never been submitted:</b>  |                               |                       |                           |   |
| A handout for complainants when director has carriage   | Booklet                       | February 2002         |                           |   |
| A handout for complainants with carriage  | Booklet                       | February 2002         |                           |   |
| A handout for respondents   | Booklet                       | February 2002         |                           |   |
| Complaint Form & Guide<br><i>being revised</i>  | Booklet                       | Revised February 1999 | 1998                      | Listed as Complaint Guide   |
| Creating Workplace Environments that Reflect Human Rights Values  | Report                        | May 2000              |                           |   |
| Procedural Manual for Panel Hearings<br><i>available on website</i>   | Manual                        | September 2000        |                           |   |
| Promoting Equity and Fairness for all Albertans   | Booklet                       | October 2000          |                           |   |
| We are Alberta – Our diversity is our strength  | Poster                        | ?                     |                           | These have been around for years.   |
| We are Alberta – Our diversity is our strength  | Postcard                      | ?                     |                           | These have been around for years.   |
| Women's Organizations of Alberta<br><i>- being reprinted</i>  | Directory                     | Revised November 2002 | 1998, 2001                |   |

